Creating a FLUXX account and Applying for City Grant Funding

To apply for a grant or submit an RFP for a granted hosted on the FLUXX Grant Management platform, you will first need to create an account. The following are instructions for creating an account and navigating through the application process in FLUXX.

For questions and additional support:

Questions about the Legal Defense Network or your application:

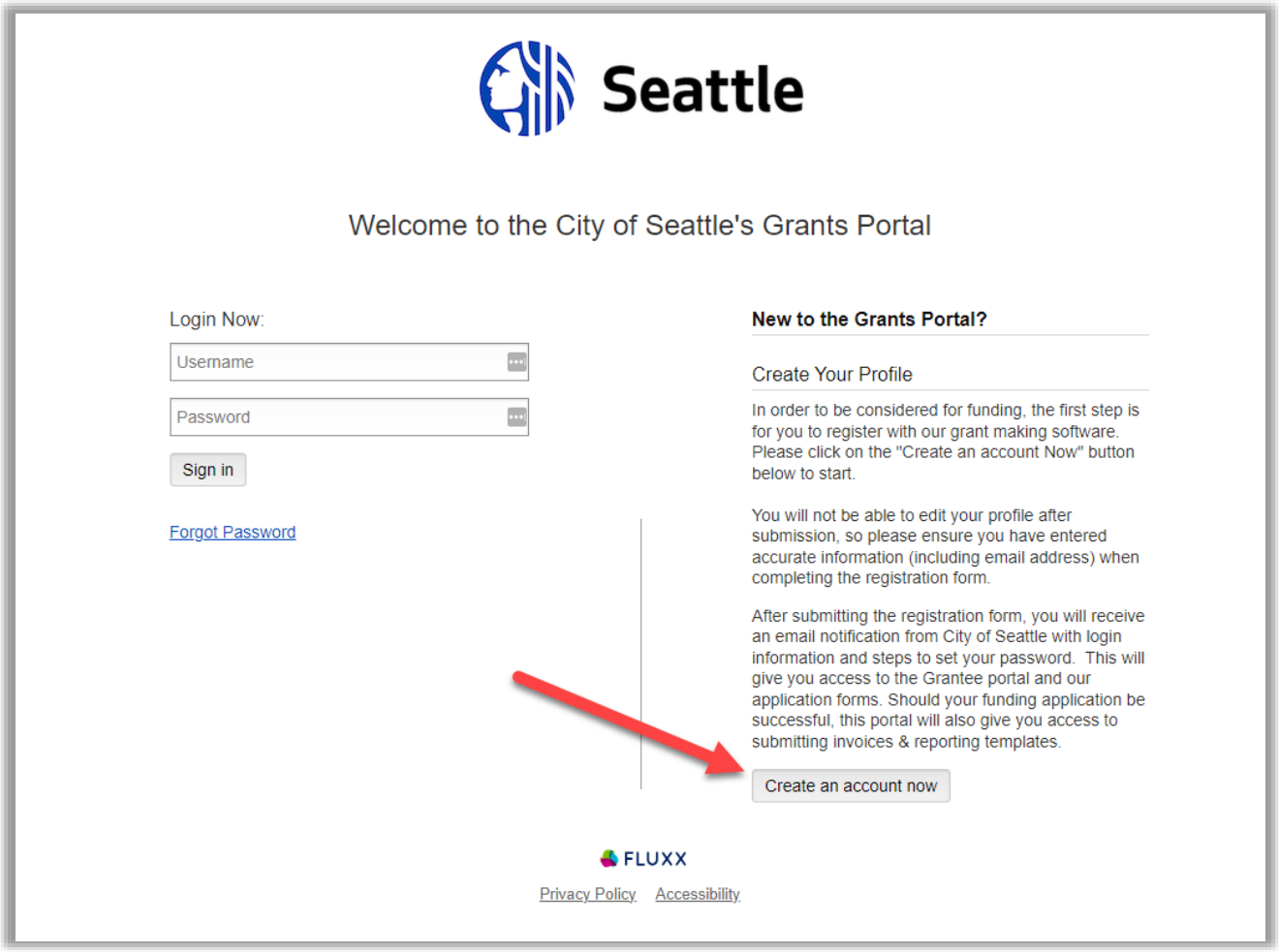
OIRARFP@seattle.gov

Technical Support for FLUXX:

Sean Sederstrom, Seattle IT
Sean.Sederstrom@Seattle.gov

1) Go the City of Seattle FLUXX portal website at: https://seattle.fluxx.io/

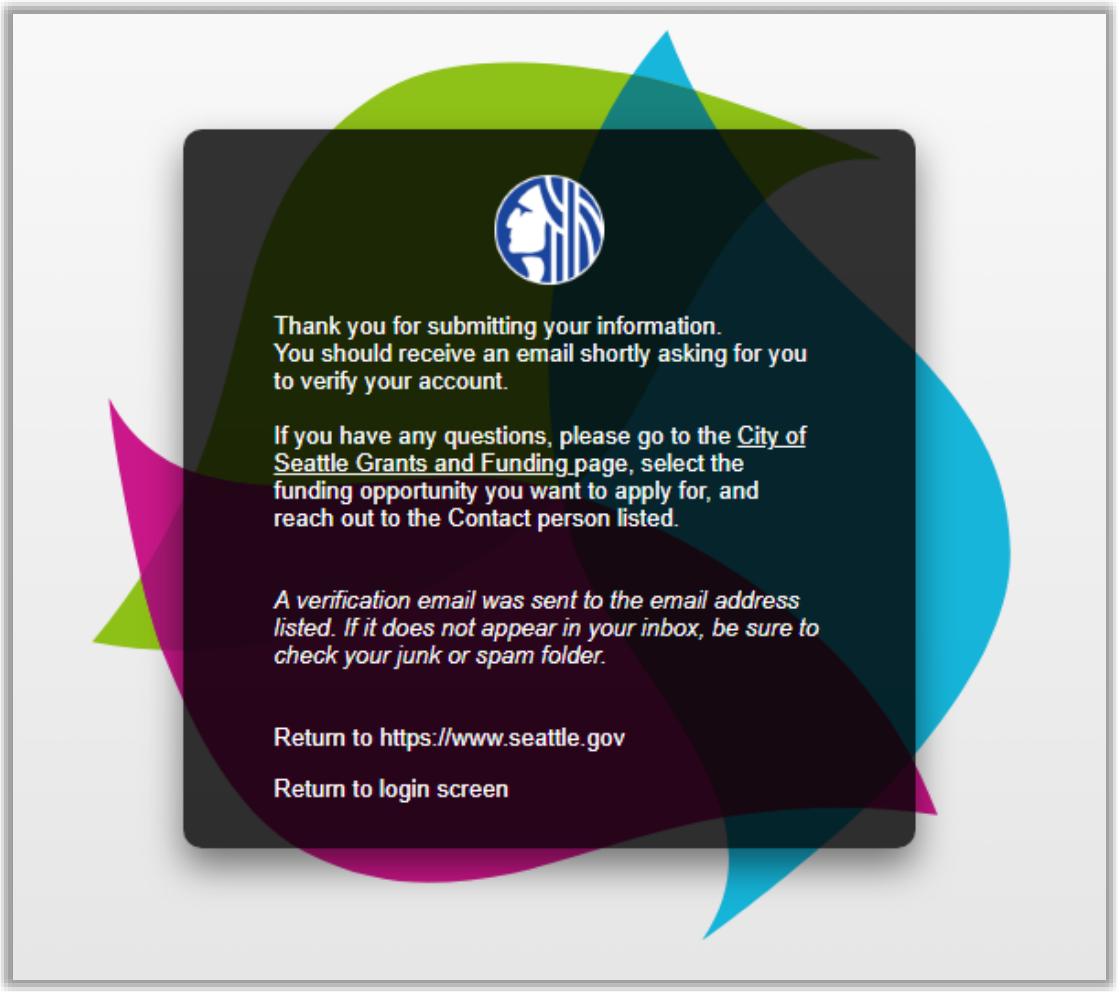
2) Select the “Create an account now” button at the bottom right of your screen.



3) You will be asked to fill in your information and then select “Submit Request” at the bottom of the page. First name, last name, and email address are required fields.

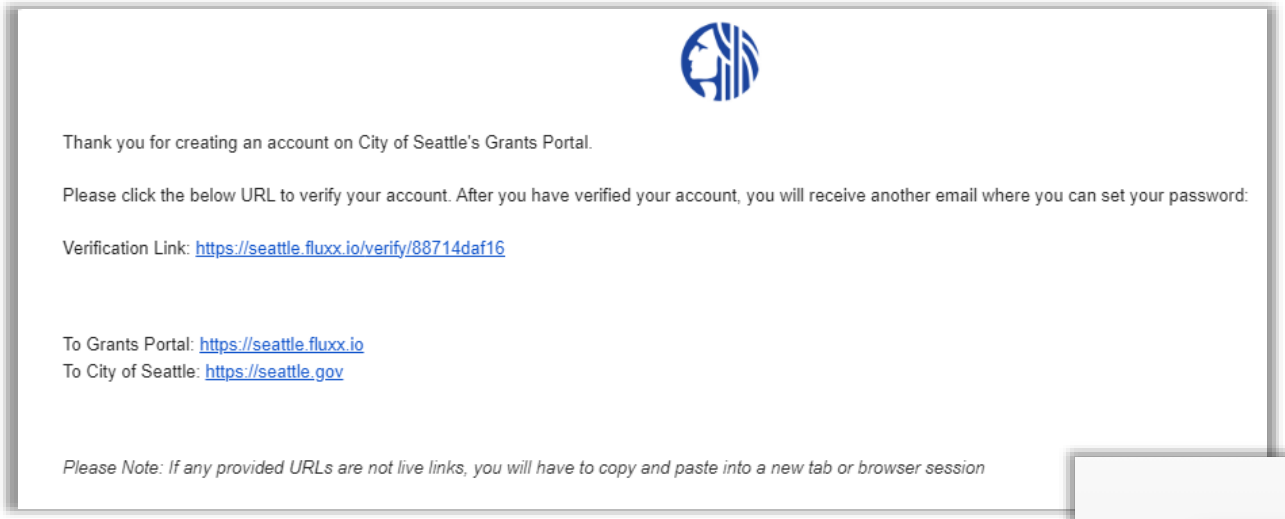
Note: you will have the opportunity to add information about your organization later during the application process.

4) You will receive an automated email from the City of Seattle with a verification link to finish setting up your account. You should receive this email within 5-10 minutes of submitting your request.



5) Once you've received the email, select the verification link in the body of the email. When you select the verification link you will be taken to a new page and asked to set your password that you will use to log in.

   Note: if the page does not open, be sure your web browser is set to allow pop-ups from fluxx.io.



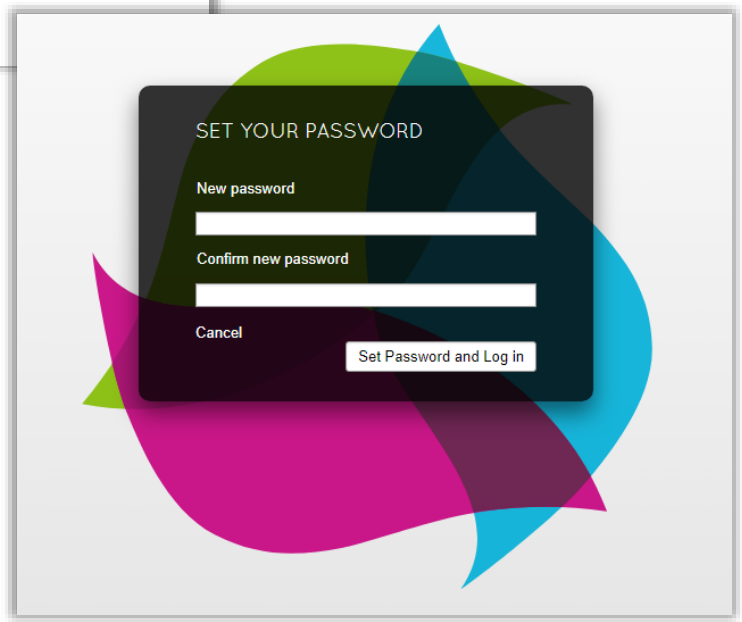
Thank you for creating an account on City of Seattle's Grants Portal.

Please click the below URL to verify your account. After you have verified your account, you will receive another email where you can set your password:

Verification Link: https://seattle.fluxx.io/verify/88714daf16

To Grants Portal: https://seattle.fluxx.io
To City of Seattle: https://seattle.gov

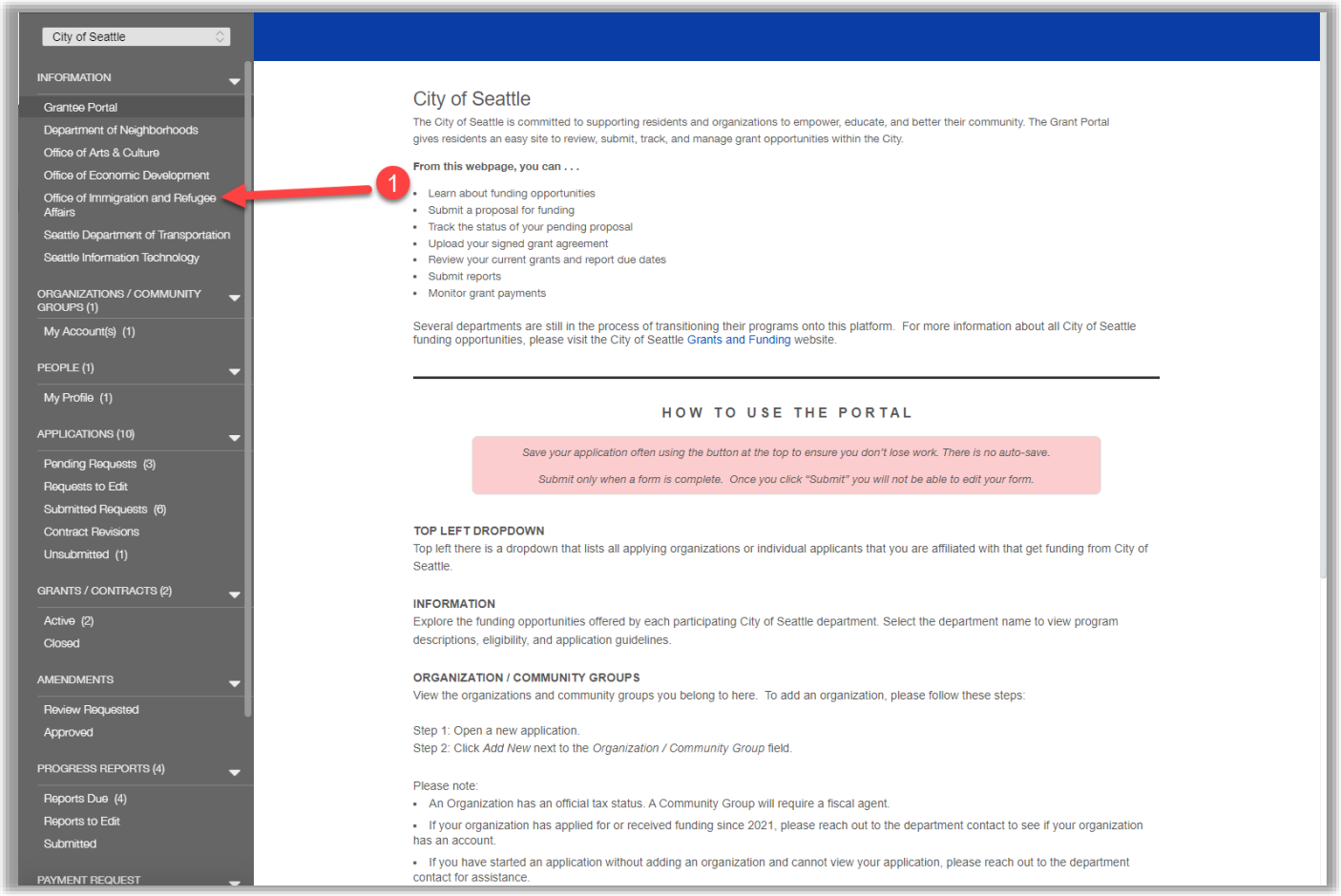
Please Note: If any provided URLs are not live links, you will have to copy and paste into a new tab or browser session



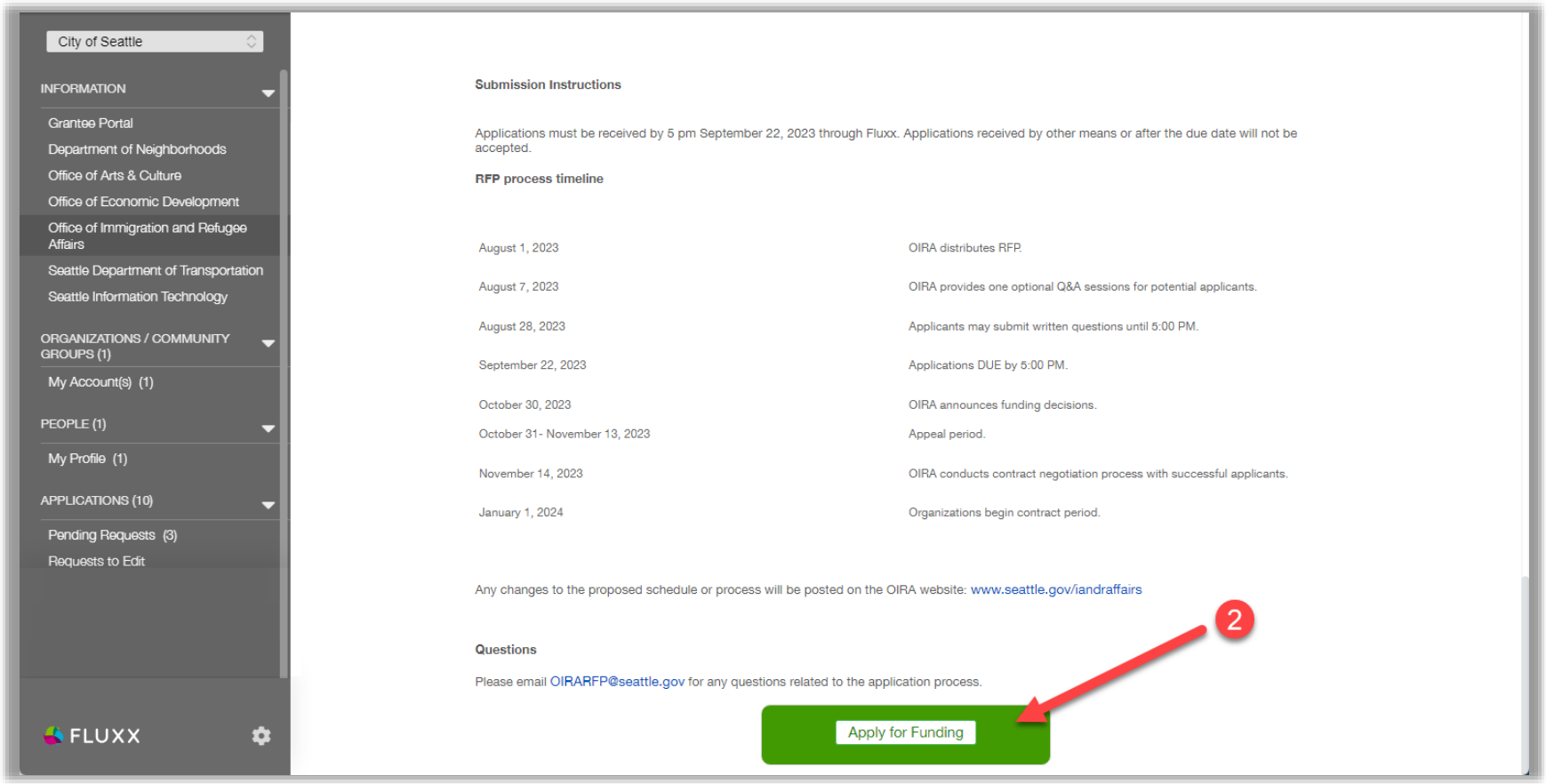
Applying for Funding

Once you created an account, you can now apply for funding.

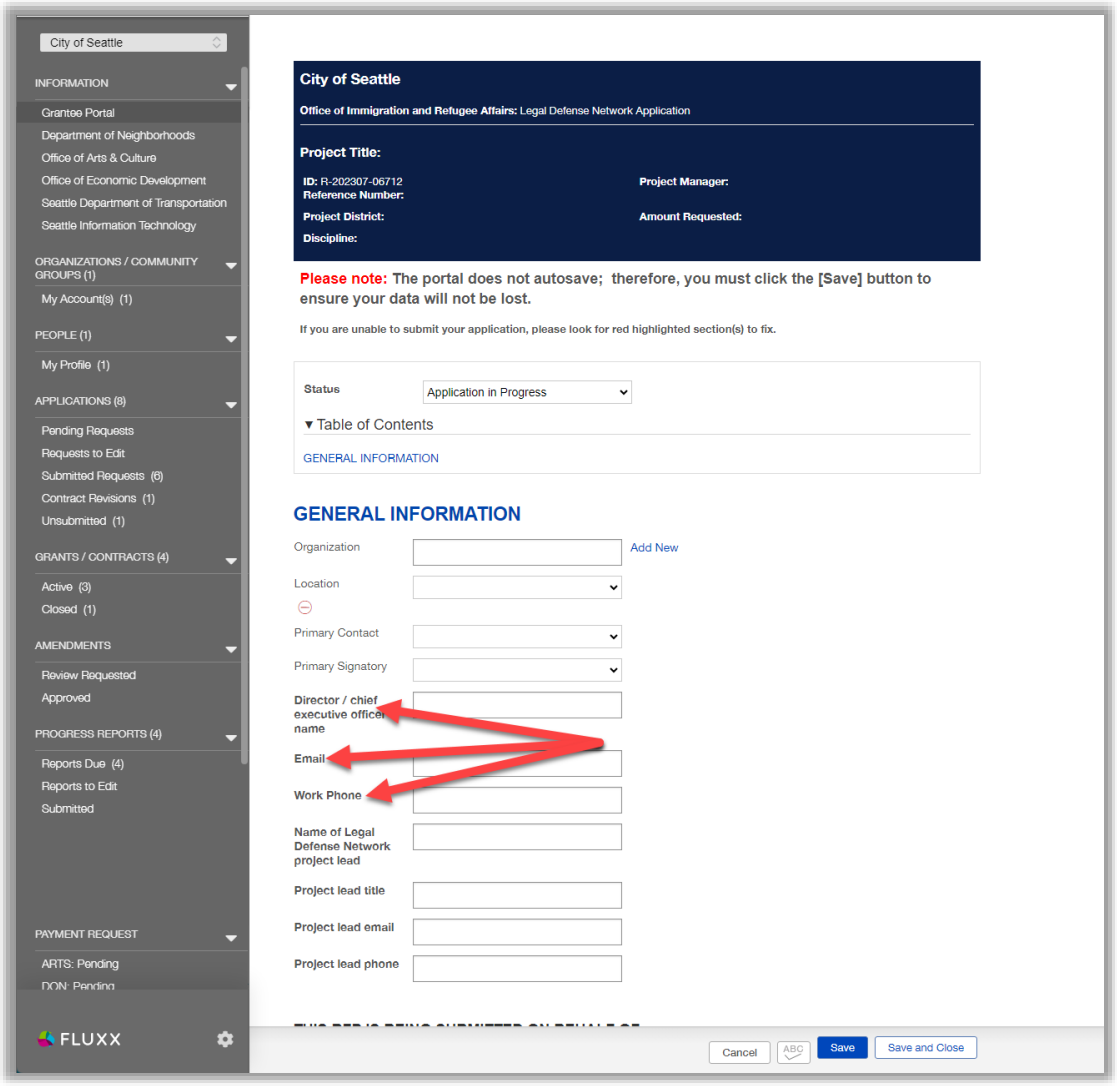
1) For the OIRA Legal Defense Network, first select the Office of Immigration and Refugee Affairs link in the left side navigation.



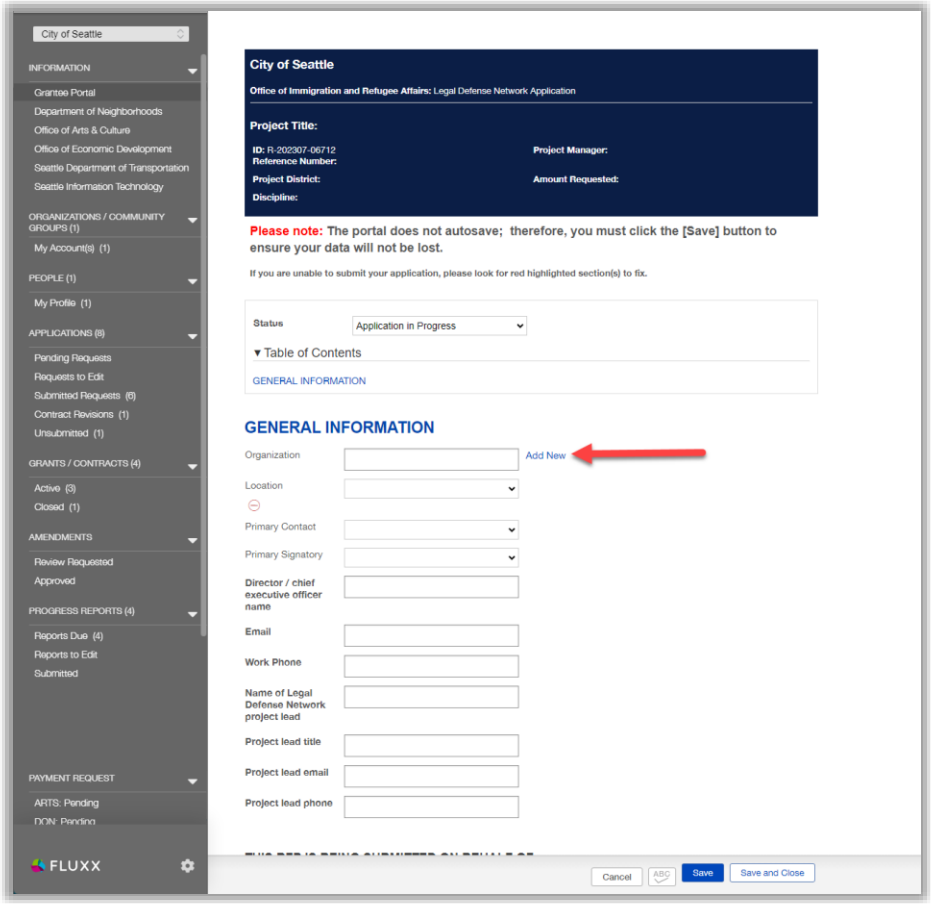
2) This page contains information on the Legal Defense Network program including eligibility criteria and the program timeline. To apply, scroll to the bottom of the page and select “Appy for Funding”.

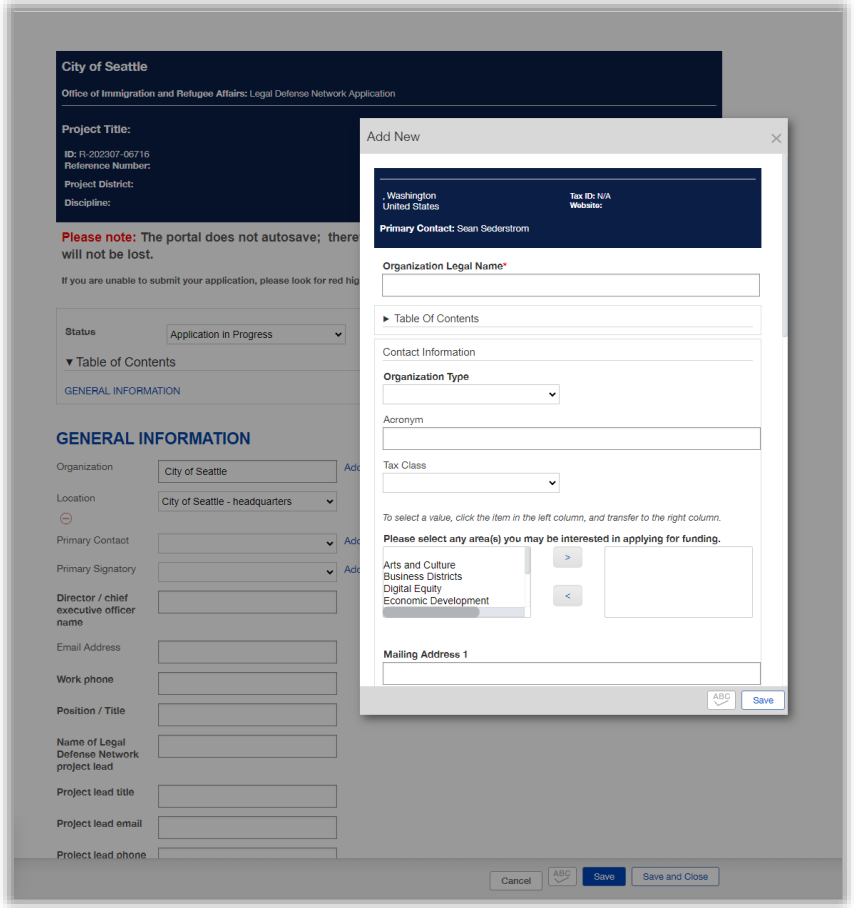


You can now begin filling out your application. As you move through the application, take note of any **bolded** fields. These fields are required for submission and cannot be left blank.



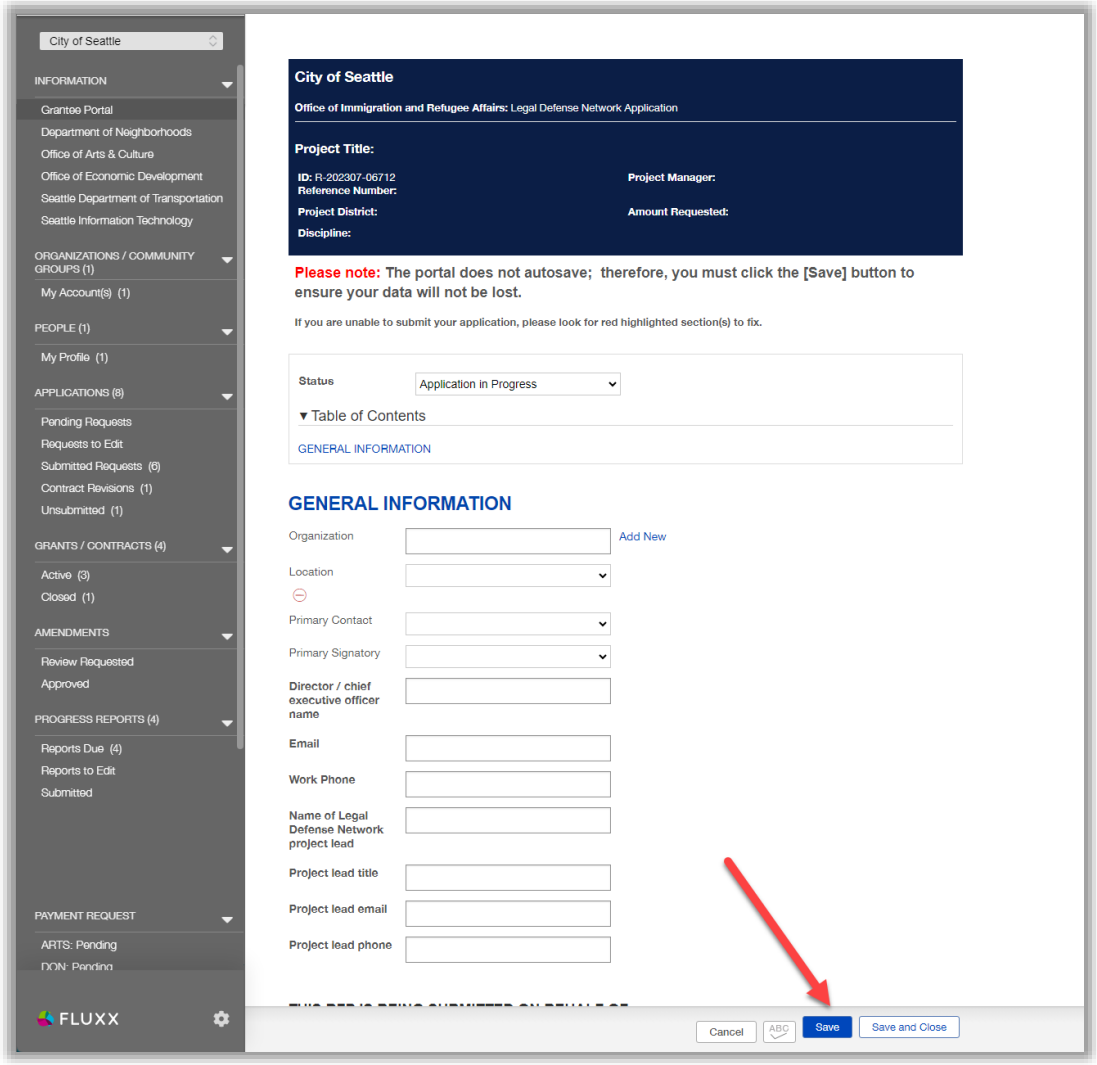
3) If this is the first time your organization has applied for a City of Seattle grant using the Fluxx platform, you will need to select the “Add New” option next to the Organization field. This will open a new window where you will add the information for your organization.



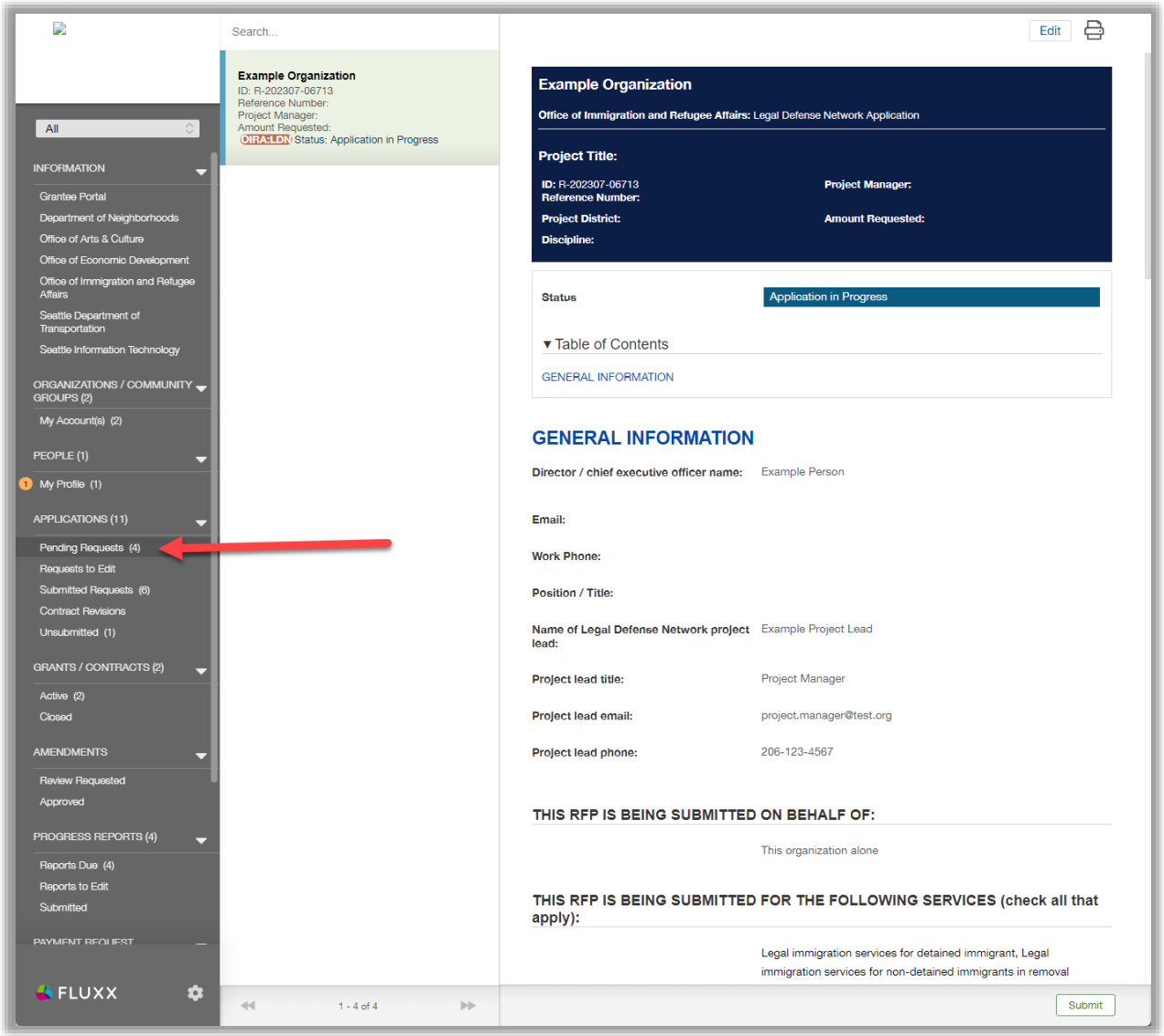


If you need to leave and return to your application, select the “Save” or “Save and Close” buttons at the bottom of the page.

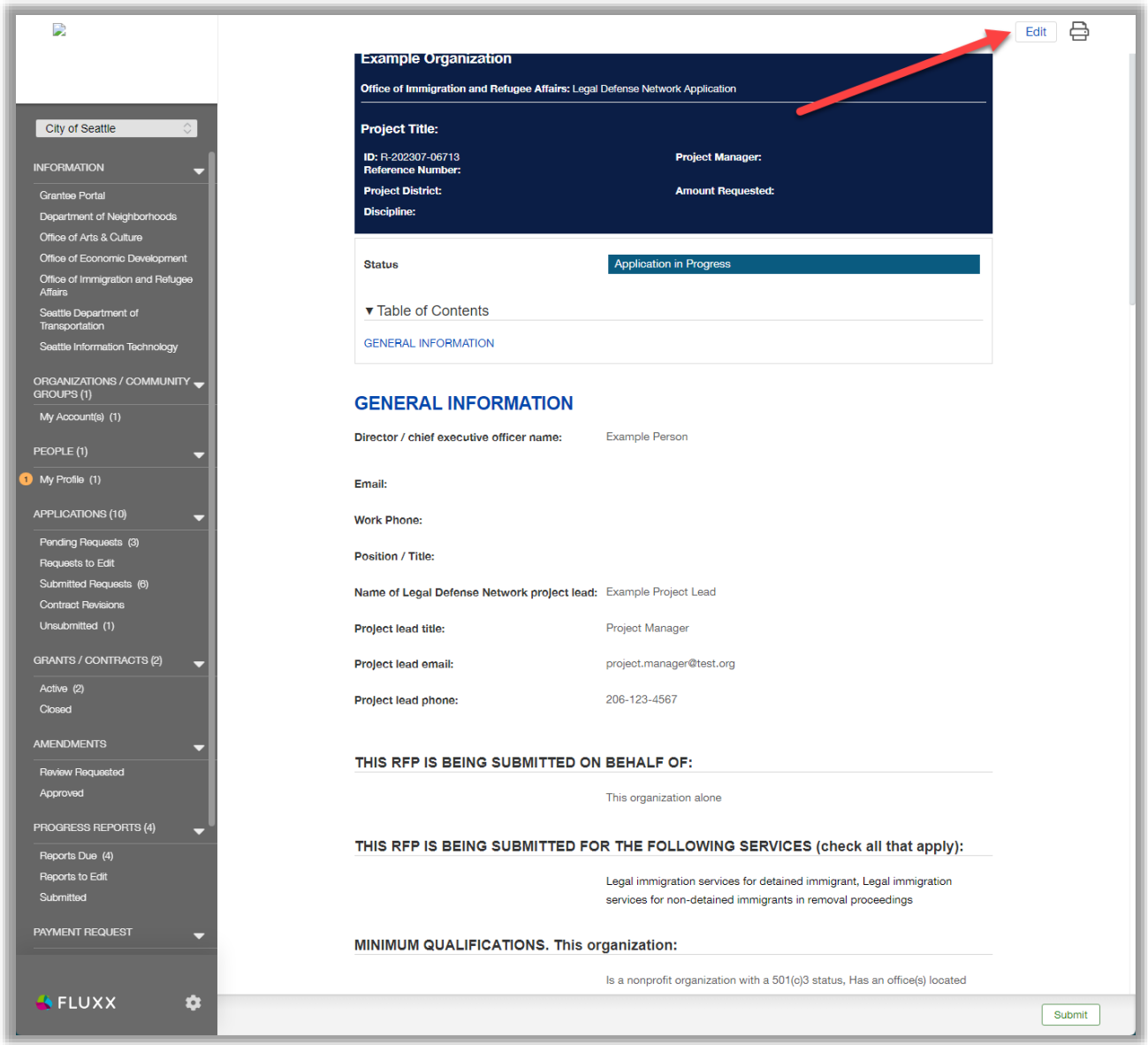
Note: The application DOES NOT automatically save. Be sure to save your application before leaving the page or your application will be lost.



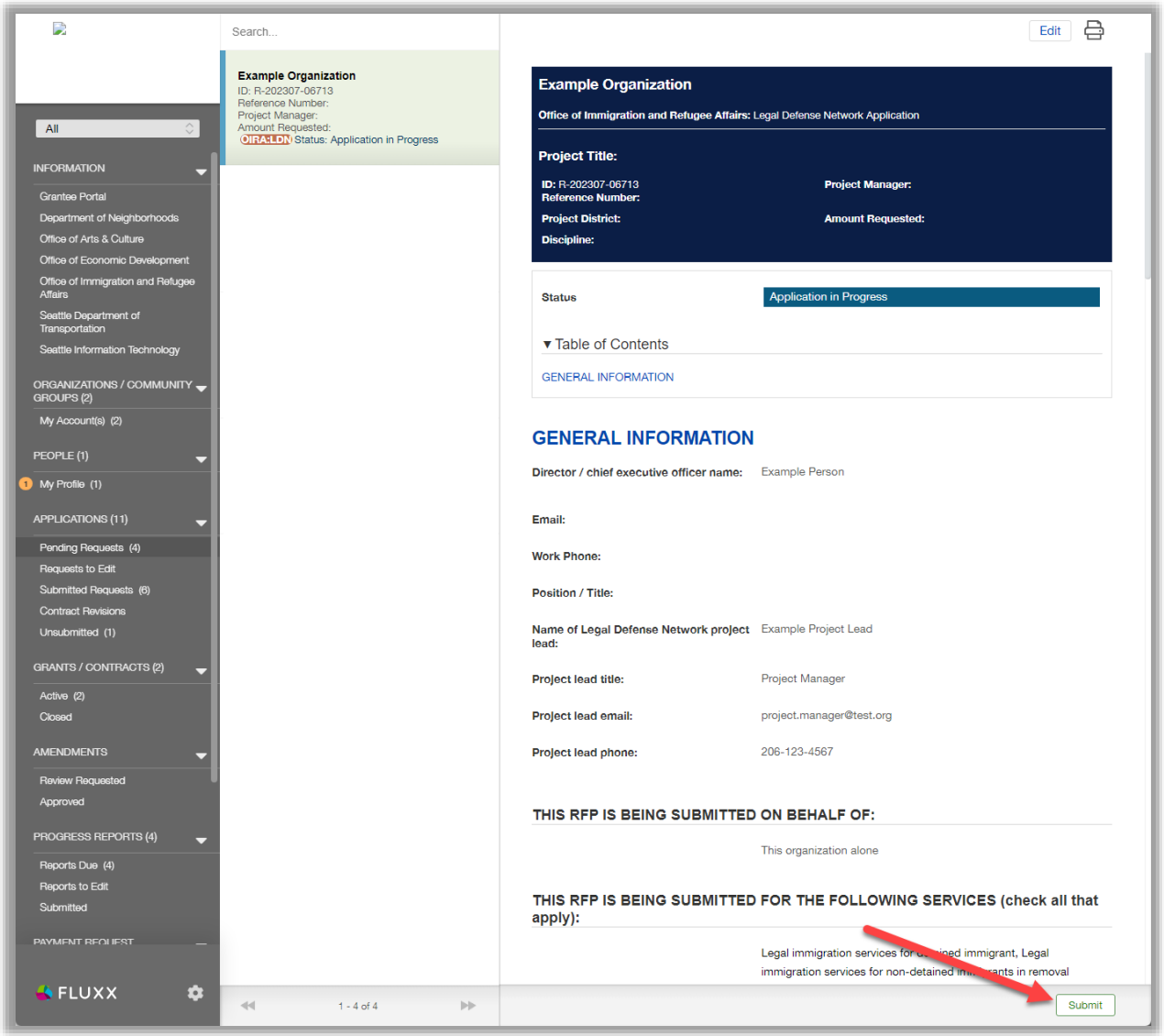
To Return to a saved application, select “Pending Requested” in the Applications section of the left side navigation.



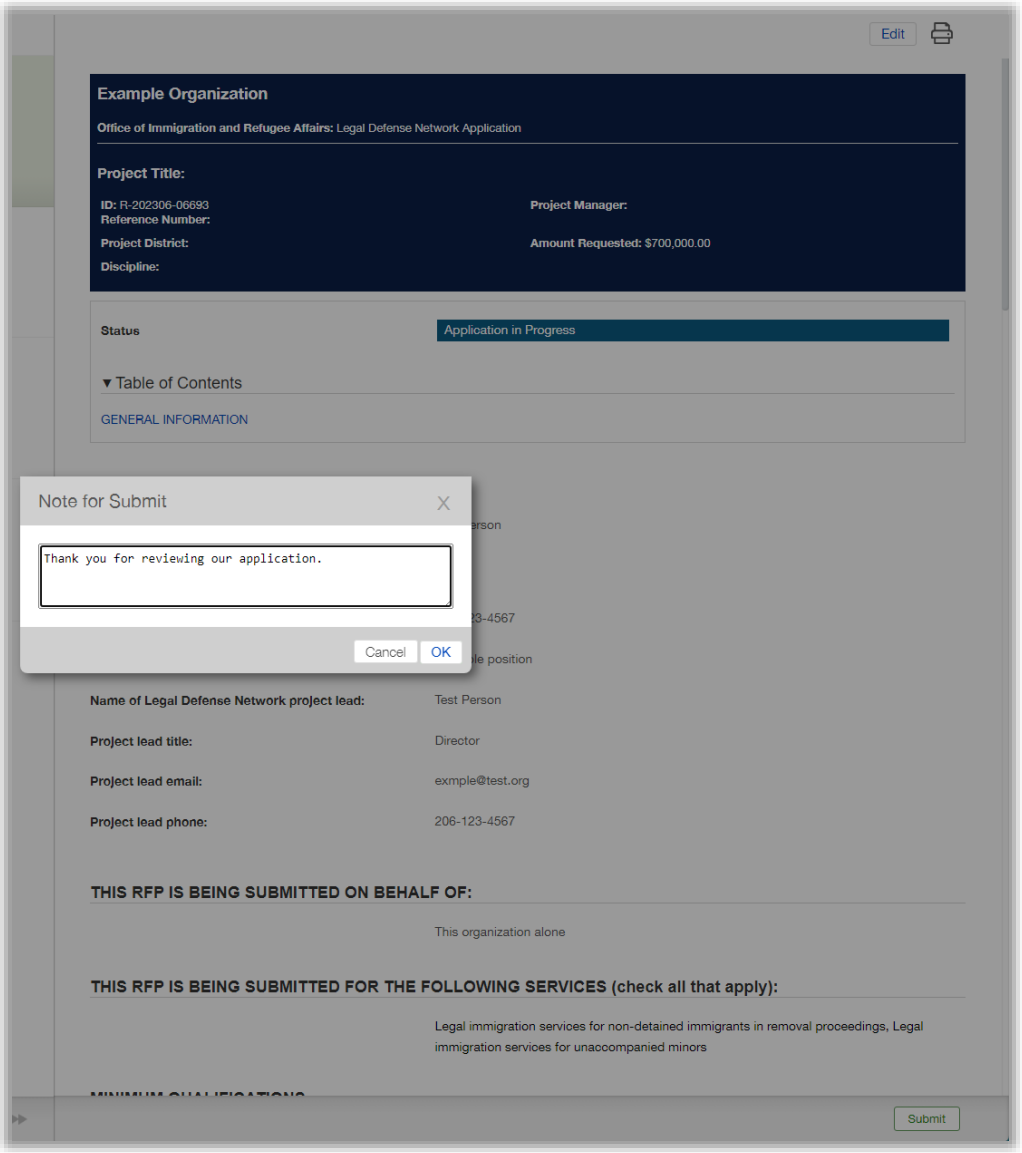
Select the “Edit” button in the top right corner to continue your application.



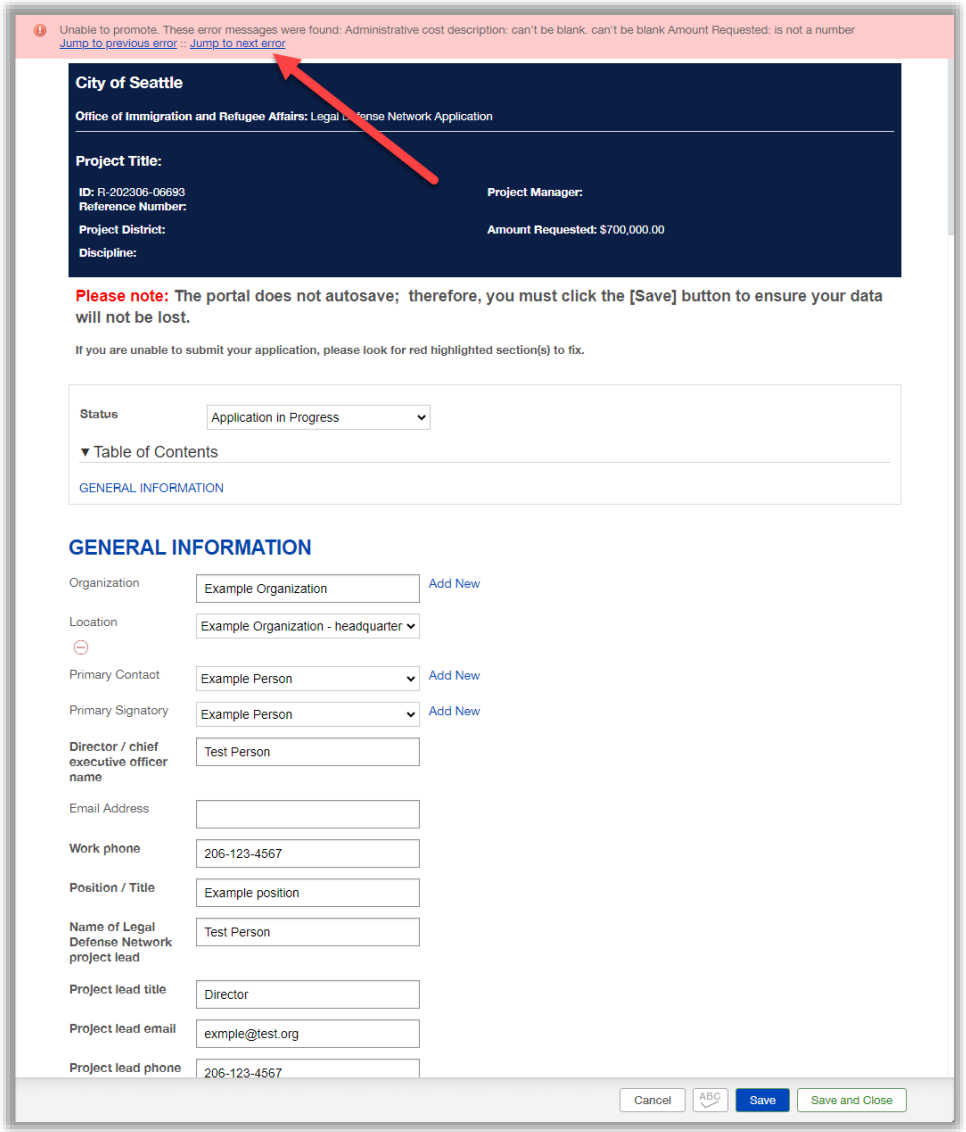
Once you've completed your application, select the "Submit" button in the bottom right corner of the application.



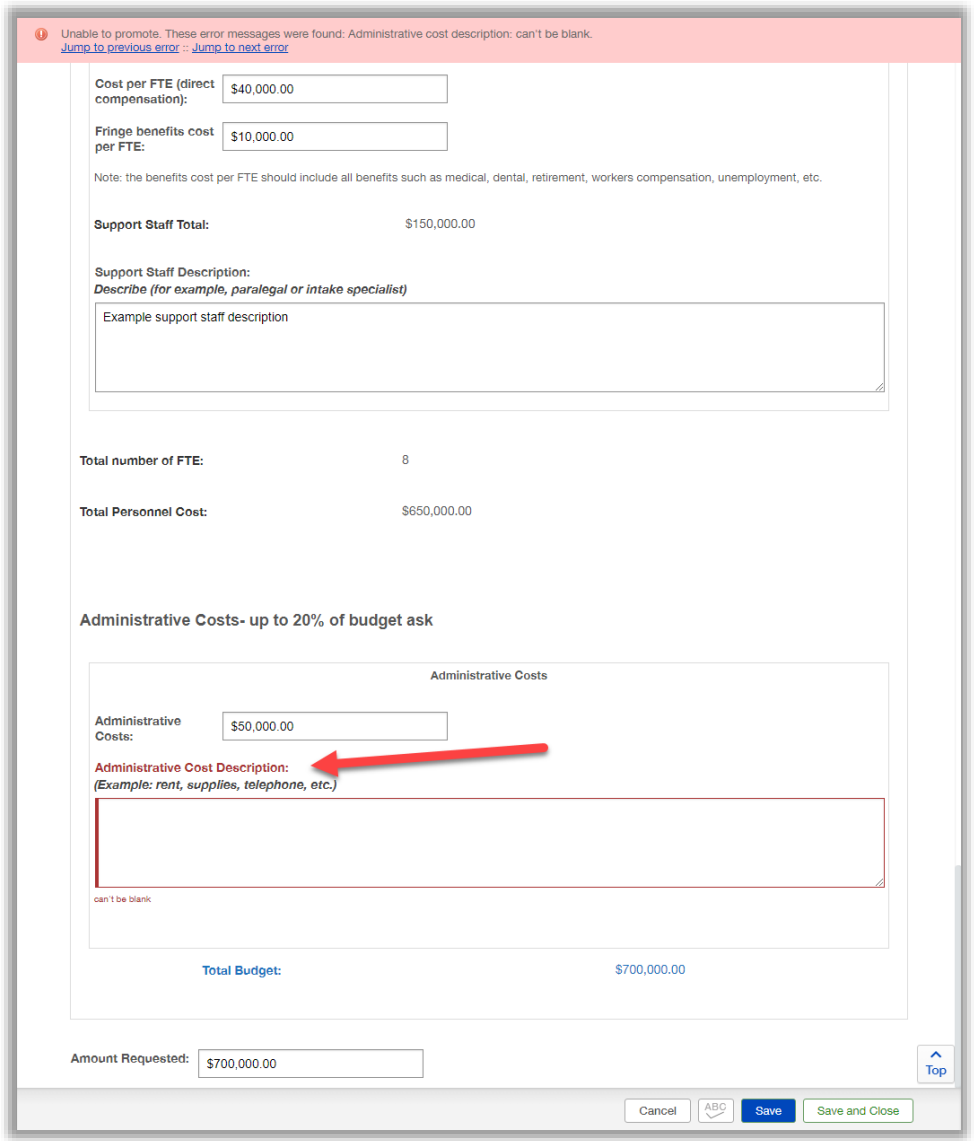
You will have the option to add a note to your submission.



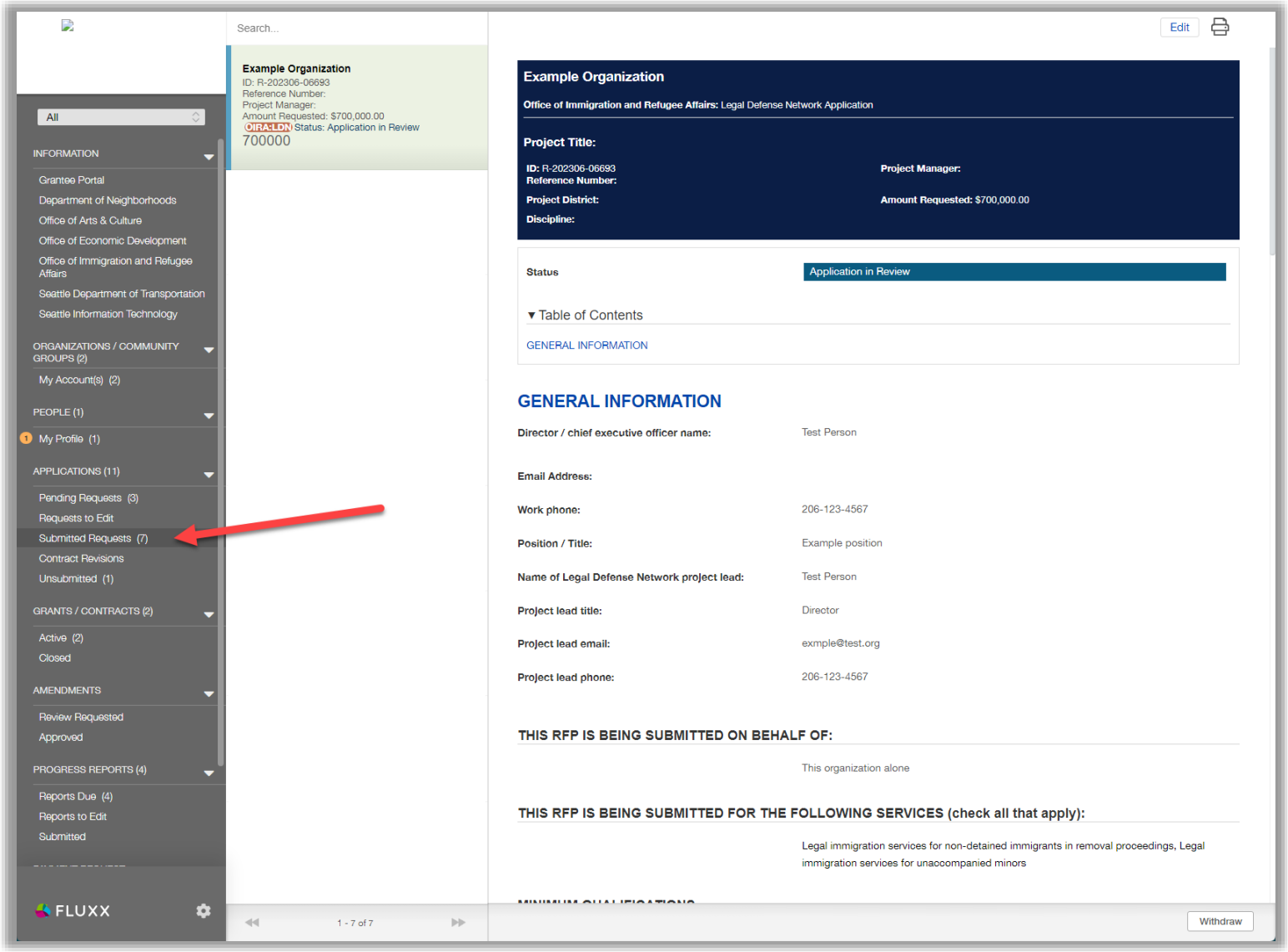
If there are any errors or missing required fields, you will receive a message at the top of the page. You can select “Jump to the next error” to automatically be taken to the field that requires your attention.



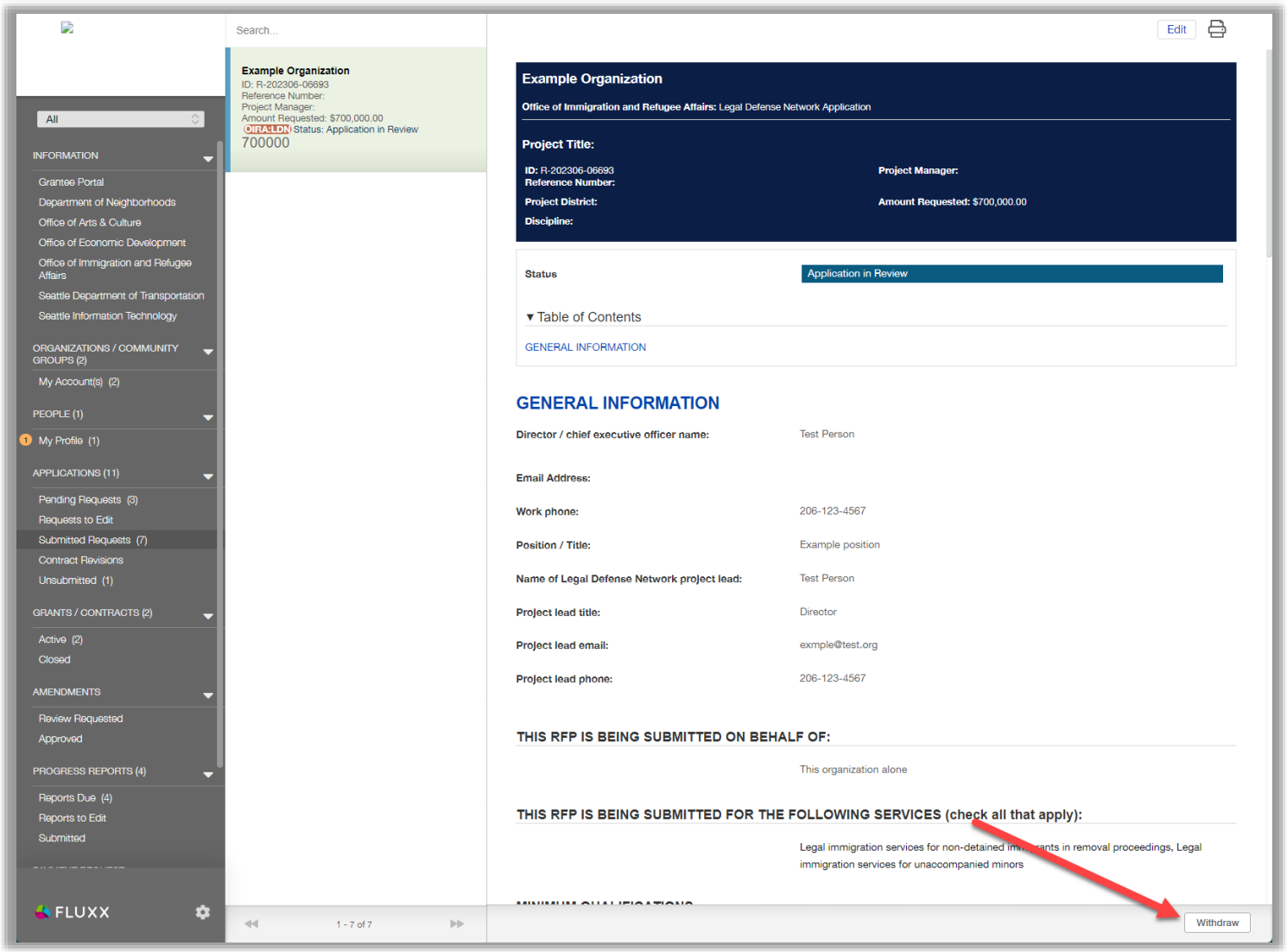
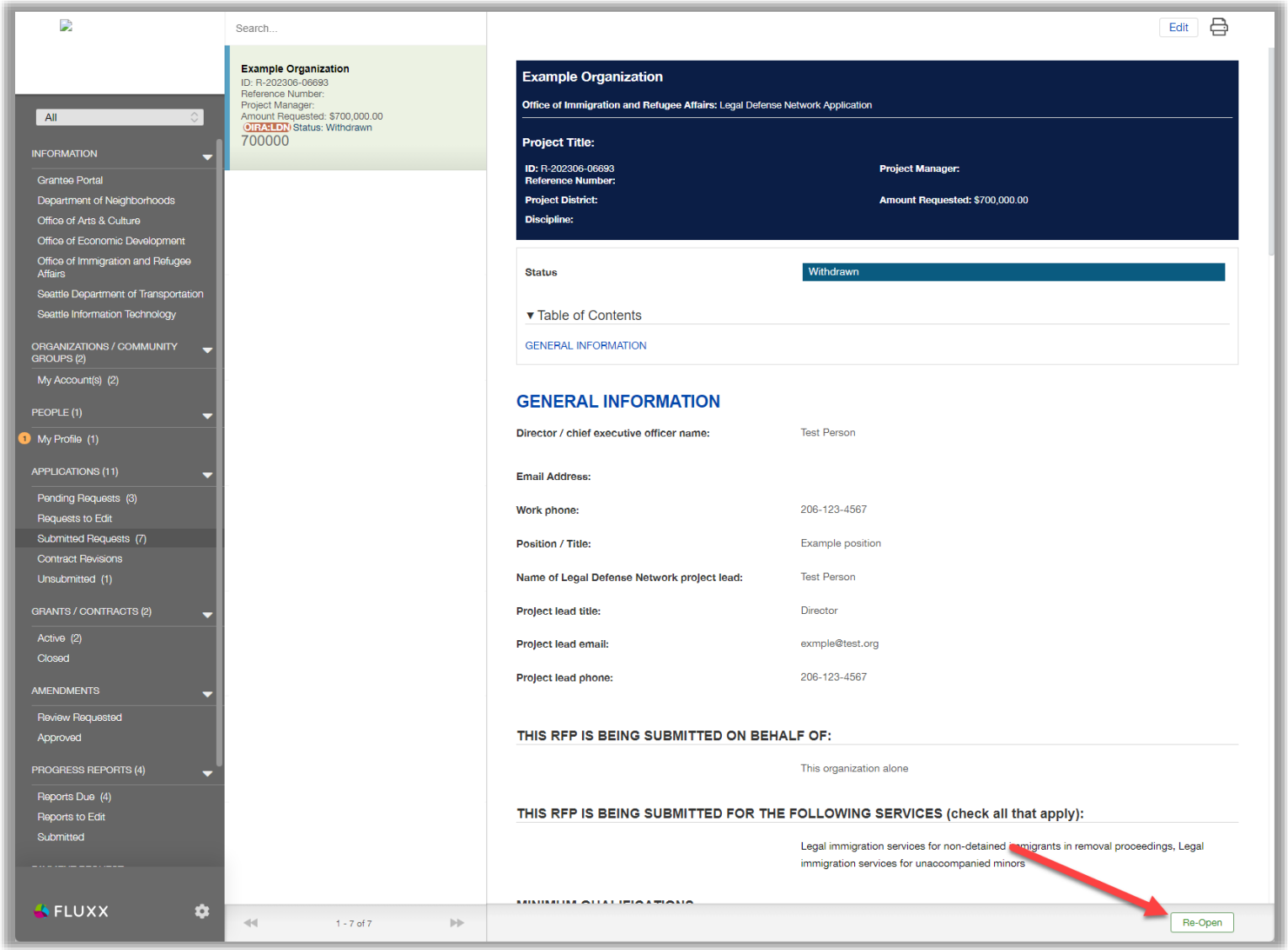
Fields with errors or required fields that have been left blank will be highlighted in red.



Once you've submitted your application, you can view it in "Submitted Requests" under the Applications section of the left side navigation.



After submission, if at any time you longer wish for your application to be considered, you can withdraw your application by selecting the “Withdraw” button in the bottom right corner.



You may also re-open and resubmit a withdrawn application by selecting the “Re-Open” button in the bottom right corner.